



# **Operating Instructions**



for the Knife inspector easy





Prod. No. 9 8510 000 (EU Version) 869

865-868 MHz

**Prod. No. 9 8510 001 (US Version)** 

902-928 MHz



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# 1. Product Liability

Our general terms and conditions apply, which you can download from www.dick.de.

## 2. System Requirements

- Processor: Dual Core Hyperthreading (4) or better
- RAM main memory ≥ 2 GB
- Free hard drive space ≥ 3 GB (on primary partition)
- Screen resolution ≥ 1024x768
- Internet connection
- USB 2.0 port
- Operating system (32 bit or 64 bit):
   MS-Windows® XP (Service Pack 3 or higher),
   MS-Windows 7® or MS Windows 8®



## 3. Scope of Supply

The delivery includes the following:

• Quick Start Guide (985003852)



 Knifeinspector easy software CD including RFID label (985003851)



USB reader (EU 985003847)
 (US 985003983)



• USB cable 3 m (985003850)



• Boning knife (82882130-RF-70)



Please check the contents to ensure that they are complete.



## 4. Installing the Software

Please make sure that your PC is connected with the internet before you start with the installation.

Options: Installation by way of the enclosed CD or download link

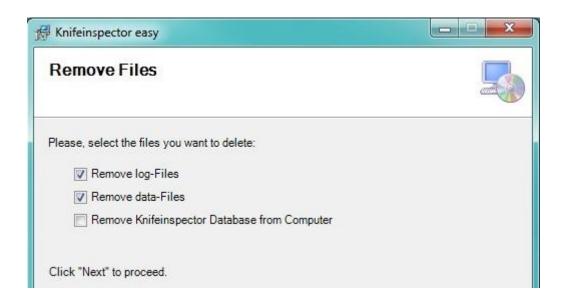
- Installation with enclosed CD:
  - Insert CD in drive
  - Installation starts automatically (if necessary, run KnifeInspectorEasySetup.exe)
  - Please follow the instructions on the screen
- Installation by Download link:
  - Download Knifeinspector easy with the following link: www.knifeinspector-easy.de
  - Please open the installation file and follow the instructions on the screen



### 5. Software Update

- With each program start the system automatically checks whether more up-to-date software is available, in case the computer is connected to the internet
- If a new software version is available:
  - Save the displayed installation file.
  - Exit Knife*inspector* easy.
  - Uninstall the old version under Control Panel => Programs => Programs and Features => Knifeinspector easy => Uninstall

During uninstallation, please make sure that you do not reset the data in your database if you wish to continue using your existing data. To this end, do NOT set a check next to "Remove Knifeinspector Database from Computer"!



- Run the stored installation file and follow the instructions on the screen
- An internet connection and regular software updates are necessary to ensure current RFID product availability.

Important: A more detailed description of the procedure if an update is available can be found on: http://www.knifeinspector-easy.de/service/anleitung\_update/.



## 6. Registering the Software

- The software can be registered with the product number on the RFID label.
- Please make sure that your PC is connected to the internet.
- Start Knife*inspector* easy.
- Using the enclosed USB cable, connect the RFID ME Reader to the USB port of your PC.
- The connection between the PC and the RFID ME Reader is established when the symbol with the designation "Station (MTI)" at the screen edge, bottom left, changes from red to green.
- Accept the licence provisions.
- Bring the RFID label within range of the RFID ME Reader or enter the product number manually in the input field.
- Enter your personal data. The fields marked with an \* are mandatory fields.
- Please pay particular attention to correct entry of your email address.
- The registration key will be sent automatically to this email address and you need this key to complete the registration.
- Enter the 16-digit registration key from the email in the input fields.
- This email also contains the product number, in case you need this at a later point of time.

#### Support

Do you have any questions or would you like to contact us? All further information is available from **www.knifeinspector-easy.de**.



## 7. First steps: Knifeinspector easy Software

Start Knifeinspector easy by double-clicking the link created on your Desktop.

The Login (Anmeldung) window opens

#### 7.1 Login

#### Language

If you want to change the **Language**, you must select it before you log in.

The following languages are currently available:

- cz (Czech)
- de (German)
- en (English)
- es (Spanish)
- fr (French)
- it (Italian)
- pl (Polish)
- pt (Portuguese)
- ru (Russian)

## First login

Login to Knife inspector easy



Enter the following user data:

User: **Knifeinspector**Password: **dick123** 

You can change the user and associated password at a later stage in the "Master Data Administration" menu.

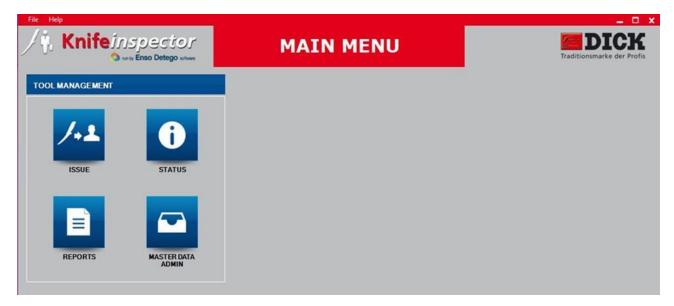
#### **Permissions**

Knife*inspector* easy can only be started by users with Administrator or Authorized for Tool Issue (WAB) permissions.



## 7.2 Main menu (Tool management description)

After successfully logging in the Main Menu appears with the Tool Management module and its four different functions.





#### 7.3 Menu bar

Use the Menu bar to carry out the following activities:

- Log out the employee
- Exit the application
- Information about the application

Log out To return to the Login select File I Logout



You are returned to the login screen, see 8.1.1.

Exit

Exit the application either with **File I Exit** or by closing the window. And confirm the message that appears with "Yes".



Information / Help

You can use the **Help I Check for Updates** dialog to update the software manually.

The **Help I Info** dialog contains important information about the software version used.



#### 7.4 Status line

The status line at the bottom end of the application gives you information about the connection status of the hardware and database used and displays the logged in employees.

Station

Indicates the connection status of the station (RFID ME reader for registering the tools).

Icon	Meaning
2))	Station is connected (green symbol)
2))	Check whether the station is connected and that no other application is using it (red symbol)

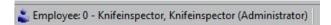
Database

Indicates the connection status of the database.

Icon	Meaning
	Database connected
	Database connection interrupted – Restart your computer

**Employee** 

Indicates which employee is logged in:

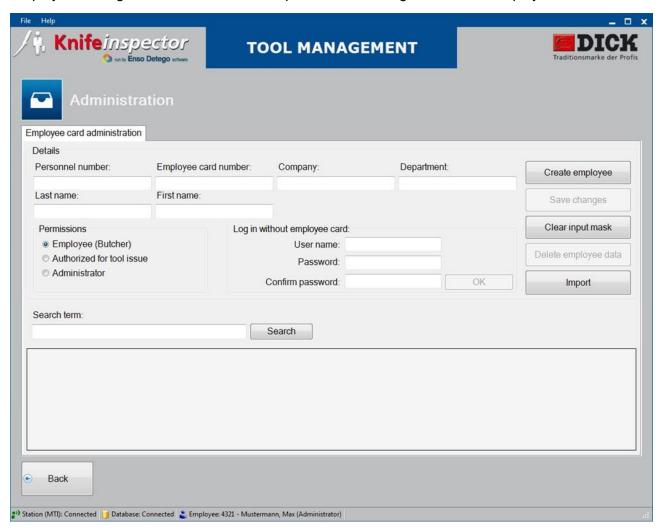


Format: Personnel number – Name, first name (permission)



# 8. Master Data Management

Employee Management can be used to import, create, change and delete employees.

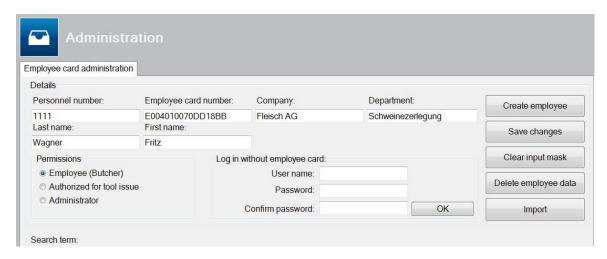




### 8.1 Create New Employee Manually

Enter the following data into the input screen of the master data manager:

- Personnel number
- Employee Card No.
- Company
- Department
- Name (not mandatory)
- First name (not mandatory)
- Permission (administrator, User Authorised for Tool Issue, employee)



After you have made your entries, click Create Employee, to add the employee to the database.

Check your entries by searching for the employee. (See 8.3)



#### 8.2 Permissions

**Employee (butcher)** The employee is not allowed to log in to the software and

therefore cannot use it. They can only be issued with tools.

**User Authorised for Tool Issue** Log in by entering their user name and password. They are

not allowed to manage master data.

**Administrator** Log in by entering their user name and password. They are

authorised to change the master data (create, change or

delete employees).

Search for the required employee as described in 8.3 and select them for editing.

Select the permission of the following fields:



Then click Save Changes

## 8.3 Find Employee



The whole employee list opens. Alternatively you can also enter a search term (e.g. name or personnel number), to search for a specific employee.

Double-click an employee to select them.



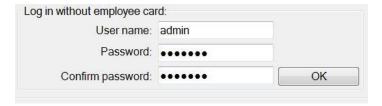
#### 8.4 Assign user name and password

This is only required for the Administrator and users who are Authorised for Tool Issue.



Search for the required employee as described in 8.3 and select them for editing.

In the following fields, enter the user name and password twice:



The entries are freely selectable

- however, the user name must be at least 4 digits long
- the password must be at least 6 digits long

The user name and password can be made up of letters and numbers.

Then confirm with **OK** 

#### 8.5 Change existing employee data

Search for the required employee as described in 8.3 and select them for editing with a doubleclick.

Make the changes you want in the input fields.

#### Then click Save Changes

If you want to discard your changes before saving, click Empty Input Screen.

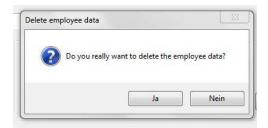


### 8.6 Delete existing employee data

Search for the required employee as described in 8.3 and select them for editing with a doubleclick.

#### Click Delete Employee.

Confirm the delete employee confirmation prompt with "Yes".



Click the Back button in the bottom left-hand side of the screen to return to the Main menu.

Employees to whom tools have already been assigned can no longer be deleted, to ensure continuous documentation.

#### 8.7 Import employee data

If employee data exists in a file, e.g. in Microsoft Excel, it can be used as the basis for the import.



#### 8.7.1 Prepare the data in the Editor

Use the editor to create a CSV file. (8.7.2 describes how to create a CSV file in Excel.)

This is installed on your computer as part of Microsoft Windows.

The data record in the first line is a header data record, which defines the column names.

```
Pos;Last name;First name;Personnel number;Company;Department;Permissions;Employee card number 1;Wagner;Fritz;1111;Meat Ltd.;Meat cutting;A;E004010070DD18BB 2;Stolte;Hans;1112;Meat Ltd.;Meat cutting;S;E00401003DA24B01 3;Sommer;Martin;1113;Meat Ltd.;Meat cutting;S;E00401003DA22034 4;Steiner;Klaus;1114;Meat Ltd.;Meat cutting;S;E004010070DD51C5 5;Bechert;Matthias;1115;Meat Ltd.;Meat cutting;S;E004010070DD514A 6;Huber;Heinz;1116;Meat Ltd.;Meat cutting;S;E00401003DA2202F 7;Ader;Gerhard;1117;Meat Ltd.;Meat cutting;S;E00401003DA25BC5 8;Mai;Paul;1118;Meat Ltd.;Meat cutting;S;E00401003DA24B80 9;Reichert;Sebastian;1119;Meat Ltd.;Meat cutting;S;E004010070DD51C4 10;Gans;Herbert;1120;Meat Ltd.;Meat cutting;S;E004010070DD463E 11;Ziegel;Joachim;1121;Meat Ltd.;Meat cutting;S;E004010070DD525C 12;Kowalski;Adam;1122;Meat Ltd.;Meat cutting;S;E004010070DD192B 13;Takacs;Thomas;1123;Meat Ltd.;Meat cutting;E;E004010070DD365E 14;Schwako;Hubert;1124;Meat Ltd.;Meat cutting;E;E004010070DCE047
```

The data is separated by a semicolon (;) as the separator.

The following data is necessary for the individual employees (mandatory fields):

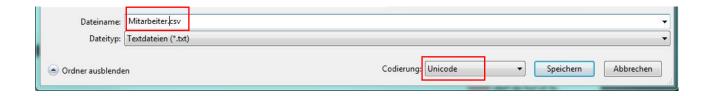
- Personnel No.
- Company
- Department
- Permission:
  - A = Administrator
  - S = Authorised for Tool Issue
  - E = Employee
- Employee Card No.

For example, in case, you do not want to enter a first name, leave the space between the semicolons empty:

```
Item;Name;FirstName;PersonnelNumber;Company...
1;Wagner;;1111;Butcher Ltd;...
```

Please observe the specified order of the data columns.

It is important to save your data as a CSV file and select "Unicode" coding, otherwise the file cannot be imported.



Enter the extension ".csv" after the file name as the file format and click Save.



#### 8.7.2 Prepare data in Microsoft Excel

Create a CSV file in Microsoft Excel.

#### It is important that you name the column headings as shown in the following figure:

Pos	Last name	First name	Personnel n	Company	Department	Permissions	Employee card number
1	Wagner	Fritz	1111	Meat Ltd.	Meat cutting	A	E004010070DD18BB
2	Stolte	Hans	1112	Meat Ltd.	Meat cutting	S	E00401003DA24B01
3	Sommer	Martin	1113	Meat Ltd.	Meat cutting	S	E00401003DA22034
4	Steiner	Klaus	1114	Meat Ltd.	Meat cutting	S	E004010070DD51C5
5	Bechert	Matthias	1115	Meat Ltd.	Meat cutting	S	E004010070DD514A
6	Huber	Heinz	1116	Meat Ltd.	Meat cutting	S	E00401003DA2202F
7	Ader	Gerhard	1117	Meat Ltd.	Meat cutting	S	E00401003DA25BC5
8	Mai	Paul	1118	Meat Ltd.	Meat cutting	S	E00401003DA24B80
9	Reichert	Sebastian	1119	Meat Ltd.	Meat cutting	S	E004010070DD51C4
10	Gans	Herbert	1120	Meat Ltd.	Meat cutting	S	E004010070DD463E
11	Ziegel	Joachim	1121	Meat Ltd.	Meat cutting	S	E004010070DD525C
12	Kowalski	Adam	1122	Meat Ltd.	Meat cutting	S	E004010070DD192B
13	Takacs	Thomas	1123	Meat Ltd.	Meat cutting	E	E004010070DD365E
14	Schwako	Hubert	1124	Meat Ltd.	Meat cutting	E	E004010070DCE047

The following data is necessary for the individual employees (mandatory fields):

- Personnel No.
- Company
- Department
- Permission:
  - A = Administrator
  - S = Authorised for Tool Issue
  - E = Employee
- Employee Card No.

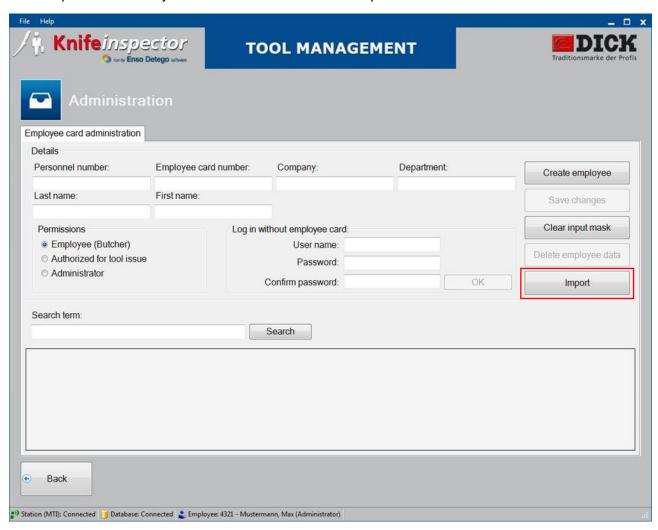
If you do not assign any permission, the employee is automatically assigned an employee (butcher) permission. You can change this later on in the master data management.

It is important that you save your data as a CSV file, otherwise the file cannot be imported.



#### 8.7.3 Import the prepared CSV file

Click Import and select your CSV file in the relevant file path.

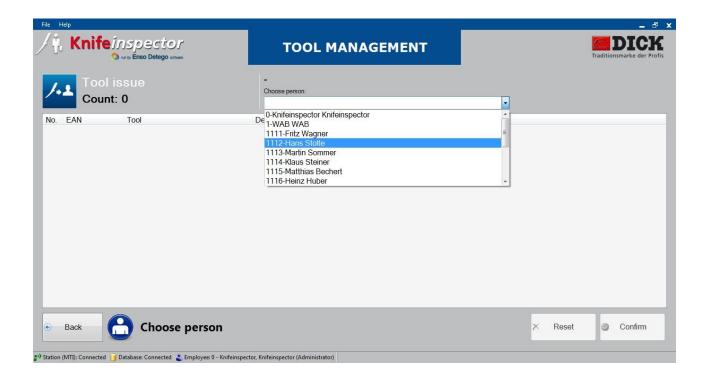


Confirm the message: "Import successful" with OK.

Imported employee data does not yet have a user name and password assigned to it for the login. Please define a user name and password as described under 8.4.



### 9. Tool issue



Select an employee via the list or by entering the name or personnel number.

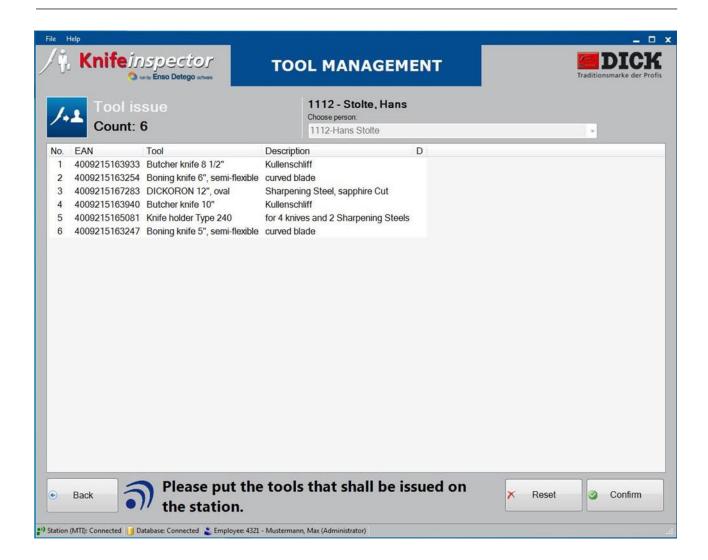
After selecting the employee, the tools which are to be issued can be recorded using the RFID ME Reader.

To do this, pass the RFID ME Reader vertically with its narrow side very close over the tools, one after the other to register them.

Please check whether all the required tools have been registered. If not, repeat the process.

You can only register individual tools in this way.





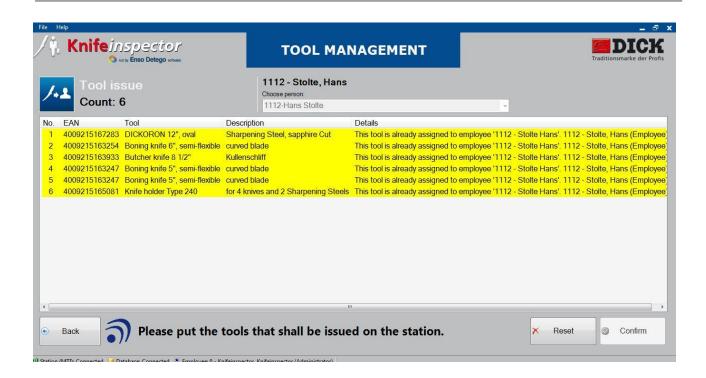
If all tools that are to be issued to employees have been registered (see screen display), click **Confirm** to confirm your selection.

The issuance of tools to this employee is now completed. Tools can now be issued to other employees.

To do this, select another employee from the list or enter their name or personnel number and issue the tool(s) as described above.

Please note that tools that have already been issued cannot be issued again to an employee.





If you press the **Reset** button you can delete your selection at any time and begin again.

Click the **Back** button in the bottom left-hand side of the screen to return to the Main Menu.



#### 10. Tool Status

#### 10.1 Detailed status of the individual tool

The detailed status of an **individual tool** is displayed by reading it out with the RFID ME Reader.

To do this, pass the RFID ME Reader vertically with its narrow side very close over the tool to register it.

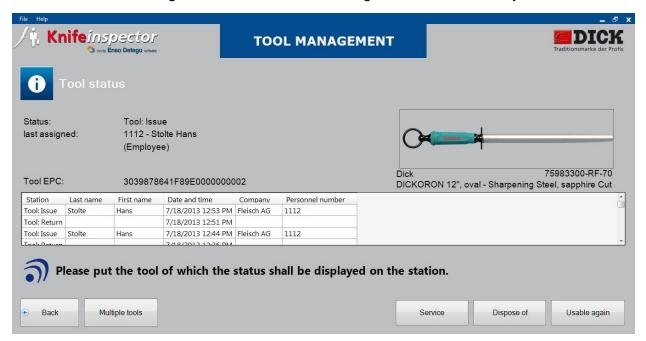
You can now change the status of the tool.

**Service** E.g. set the tool status to Service so that it is repaired.

**Disposal** E.g. in case of wear, damage or if the tool is brought for repair.

**Available Again** E.g. mark the tool as available once again following a service.

E.g. mark the tool as available again, after it has already been issued.





Other tool statuses that can be displayed in the documentation list are:

**Not issued** The tool is available and not issued.

**Issued** The tool has been issued to an employee.

**Service** The tool is being repaired.

**Disposal** The tool has been marked as being disposed of (E.g. service).

**Return** The tool has been changed from already issued or disposed of status

or even service status to "Available again". It can now be issued to an

employee once again.

Click the **Service** button to mark that the tool has to be repaired.

Click the **Disposal** button to mark the tool as disposed of.

Click the **Available Again** button to return the tool to the available stock, ready for use. This can be done either from the Issued, Service or the Disposed status.

#### 10.2 Status of Several Tools

In the Status menu, click the **Several Tools** button.

By reading out the status of **Several Tools** onto the RFID ME Reader their statuses are displayed.

To do this, pass the RFID ME Reader vertically with its narrow side very close over the tools, one after the other to register them.

You can now **chang** the status of the tools.

**Service** E.g. set the tool status to Service so that it is repaired.

**Disposal** E.g. in case of wear, damage or if the tool is brought for repair.

**Available again** E.g. mark the tools that have already been issued in the past, as available

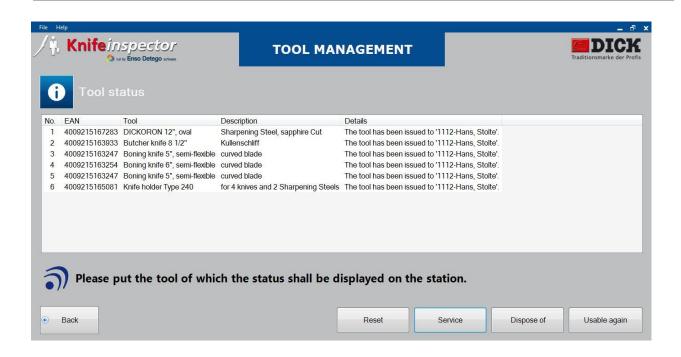
again.

E.g. mark the tools as available once again following a service.

E.g. mark tools with disposed of status as available again.

In this case all tools entered change their status.





Click the **Service** button to mark that the tools have to be repaired.

Click the **Disposal** button to mark the tools as disposed of.

Click the **Available Again** button to return the tools to the available stock, ready for use. This can be done either from the Issued, Service or the Disposed status.

If you press the Reset button you can delete your selection at any time and restart.

Click the Back button in the bottom left-hand side of the screen to return to the Main Menu.



## 11. Reports

As an administrator and user Authorized to Issue Tools, you can have the following reports displayed:

#### Reports on

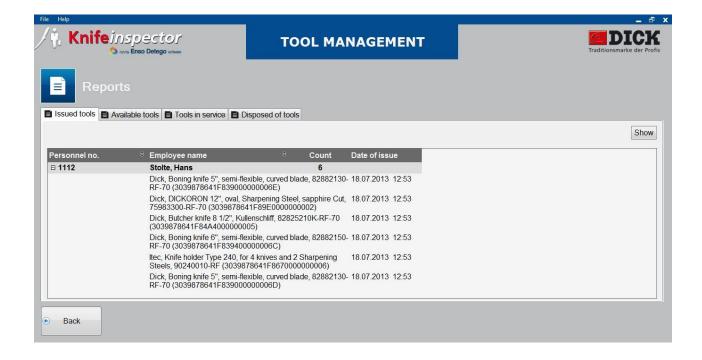
- Issued tools
- Available tools
- Tools in service
- Disposed of tools

#### 11.1 Issued Tools

The "Issued Tools" report shows all tools currently issued.

All employees are listed with the number of tools assigned to them.

Click 🖭 to display all tools issued to the employee in detail including issue date.





### Report Detailed description of the individual columns of the report:

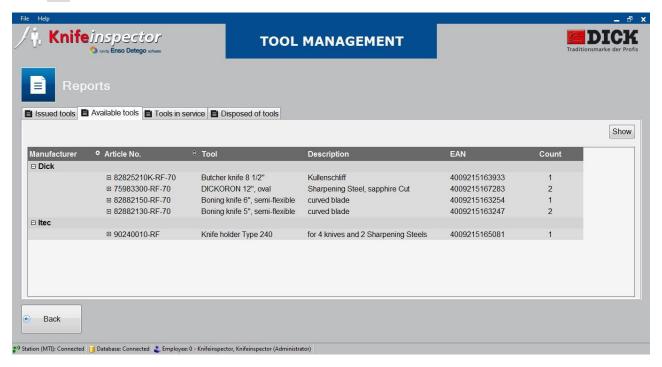
Name	Meaning	Example
Personnel number	Employee's personnel number	1113
Employee name	Employee's Name, First name	Sommer, Martin
Quantity	Number of tools issued	4
	Tool master data Format: Manufacturer, Designation, internal Product number (EPC)	DICK, DICKORON 30cm, oval, tool sharpening steel, sapphire coating 759 83300-RF-70 (3039878641F89E0000000004)
Date of issue	Issue timestamp	05.07.2013 13:21

#### 11.2 Available Tools

The "Available Tools" report shows all registered tools grouped by manufacturer. These tools are not issued to employees or disposed of.

Click 

to extend the view.





Report Detailed description of the individual columns of the report:

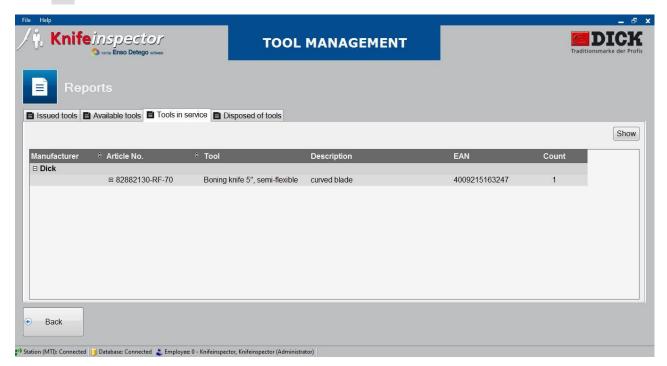
Name	Meaning	Example	
Manufacturer	Name of the manufacturer	Dick	
Product number	Internal product number	82882130-RF-70	
Tool	Name of the tool	Boning knife 13 cm, ½ flexible	
Description	Detailed description of the tool	Curved blade	
EAN	13 digit electronic product code	4009215163247	
Quantity	Number of still available tools of this type	1	

Click the  $\boxdot$  in front of the product number to expand the view and the EPCs of the still available tools with this product number appear (e.g.: 3039878641F83900000006C).

#### 11.3 Tools in Service

The "Tools in Service" report shows all tools that are being serviced by manufacturer.

Click 
to extend the view.





Report Detailed description of the individual columns of the report:

Name	Meaning	Example
Manufacturer	Name of the manufacturer	Dick
Product number	Internal product number	82882150-RF-70
Tool	Name of the tool	Boning knife 15 cm, ½ flexible
Description	Detailed description of the tool	Curved blade
EAN	13 digit electronic product code	4009215163254
Quantity	Number of tools of this type that are being serviced	1

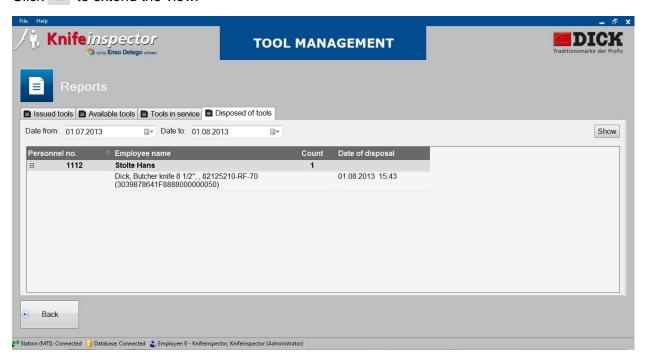
Click the in front of the product number to expand the view and the EPCs of the still available tools with this product number appear (e.g.: 3039878641F83900000006C).

### 11.4 Disposed of Tools

The "Disposed of Tools" report lists all already disposed of tools.

Click 

to extend the view.





Parameter By selecting "Date from" and "Date to" you can limit the period to be viewed.

A default value of last month is preset for this report.

Report Detailed description of the individual columns of a report:

Name	Meaning	Example
Personnel number	Employee's personnel number	1112
Employee's name	Employee's Name, First name	Stolte, Hans
Quantity	Number of tools issued	6
	Tool master data format: Manufacturer, Designation, Internal Product number (EPC)	DICK, DICKORON 30 cm, oval, sharpening steel, sapphire coating, 75983300-RF-70 (3039878641F89E000000005F)
Date of disposal	Disposal timestamp	08.07.2013 10:31

Click the **Back** button in the bottom left-hand side of the screen to return to the Main Menu.

## 12. Glossary

EPC = Electronic Product Code

Employee Card No. = Any number, which uniquely identifies the employee

## 13. Support

Do you have any questions or would you like to contact us?

All further information is available at www.knifeinspector-easy.de.